

4. Essential Information

Exemptions / Recognition of Prior Learning (RPL):

- The assessment of prior learning is based on an evaluation of the evidence presented.
- Prospective students who wish to apply for RPL must submit evidence of their study and knowledge when they apply
- To support the claim, the following evidence should be attached with the application:
 - A certified copy of academic transcript/completion letter or equivalent;
 - A detailed, official unit outline for each unit for which credit is sought
 - The outline must show the:
 - (a) unit details (institution details, unit name and number);
 - (b) semester/year of study;
 - (c) contact hours per week;
 - (d) coverage of the unit, topics discussed each week;
 - (e) assessment structure; and
 - (f) reference and reading materials including textbooks
- Top Education Institute recognizes equivalent statements of attainment and qualifications issued by Registered Training Organizations or Higher Education Providers Australia wide. In addition, we also recognize overseas qualifications if the qualification can be substantiated by National Office of Overseas Skills Recognition (NOOSR).
- Supporting documents and evidence of studies taken overseas in a language other than English must be accompanied by a translation from a National Accreditation Authority for Translators and Interpreters (NAATI) qualified freelance or private agency. Such an agency must have been accredited as at least a 'translator'. All translated documents must display the official NAATI stamp which is provided to all qualified translators.
- Students must submit original documents or certified copies. While students may submit electronic copies of supporting documents to facilitate enrolment, credit for RPL cannot be granted without sighting original documents or certified copies.
- Prospective students shall be informed of the results of their RPL applications in the Offer Letter and where necessary fees will be adjusted accordingly. Any conditions of the RPL approval shall be stated in the Offer Letter. In the case of international students, a Confirmation of Enrolment shall be issued subject to the consideration and approval of any RPL application.
- Where an error has been made in assessing an application, or where the documentation provided by the applicant is incomplete, misleading, false or invalid, TOP reserves the right to withdraw credit.
- All RPL applications and supporting documents must be submitted by the census day of each teaching period with respect to any application for granting of credit in the same teaching period.
- For additional information please refer to the Recognition of Prior Learning Policy (RPL Policy) from www.top.edu.au.

5. Lodging This Form

Please return this application form to the administration office. Make an appointment with the receptionist to discuss the application. Please bring all original documents to the interview. Once RPL is granted it will be shown on the academic transcript as RPL. Please check that you have completed all sections, signed and dated this form.